



New Orleans African American Museum

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The New Orleans African American Museum of Art, Culture and History (NOAAM) is dedicated to the preservation, presentation and interpretation of the African and African American culture and heritage of New Orleans and the African Diaspora.

Reports to: Executive Director

Full time Part time

Contract Salary Retainer

Job Status: Part time 10-20 hours per week

Communications Manager

As our Communications Manager, you will work with the entire NOAAM team to raise public awareness of our organization through online and offline channels including newsletters, website, press releases, coordinating and managing street teams, graphic designers, programs team, operations, fund development, guest services, education, research and collections and the leadership team. The Communications Manager works closely with the graphic designer to execute internal and external deadlines and reports to the Executive Director.

Primary Roles & Responsibilities:

- Work with the development department in aligning public relations and donor relations strategies and communication
- Identify and develop relationships with media personnel, community partners and agencies to promote our services and events
- Write copy for presentations, briefs, documents and external communications with approval from the Executive Director
- Coordinate media requests and follow up, while serving as the secondary media contact as needed
- Write and publish website, blog and email newsletter content
- Maintain our organization's social media accounts, including content creation and curation
- Measure and report on the effectiveness of communications activities via monthly reports
- Assist with other external and internal communications duties as needed

This job might be for you if:

- You have **1-3 years of communications experience** – creating and implementing strategies and developing online content.
- A **bachelor's degree in journalism, marketing or PR is preferred.**
- You're a communications maven!
- You can crank out a press release, Facebook update or newsletter article without even trying.
- You're willing to share your ideas among senior management.
- You have the ability to collaborate with several teams at once, and you have no problem managing multiple initiatives simultaneously.
- Computers do what you say. You are confident with the office suite, website content management, email marketing and social media networks.

